

UTTAR PRADESH RIGHT TO INFORMATION RULES, 2015

In exercise of the powers conferred by Section 27 of the Right to Information Act, 2005 (22 of 2005) and in supersession of the Uttar Pradesh State Information Commission (Appeal Procedure) Rules, 2006, except in respect of things done or omitted to be done before such supersession, the Government of Uttar Pradesh hereby makes the following Rules:

CHAPTER-1

1. Short title and commencement

- (1) These rules may be called the Uttar Pradesh Right to Information Rules, 2015.
- (2) They shall come into force on the date of their publication in the Official Gazette.
- (3) Complaints and appeal which have already been filed before the date of commencement of these rules and have been found in order and are already registered before this date will be proceeded with as before and shall not abate or be rejected for infirmity therein but these rules will be applicable for any prospective action even in regard to such pending complaints and appeals.

2. Definitions

In these rules, unless the context otherwise requires –

- (a) "**Act**" means the Right to Information Act, 2005 (22 of 2005);
- (b) "**Appellant**" means a person who has filed appeal under section 19 of the Act;
- (c) "**Authorised Representative**" means a person who is authorized in writing by a party to a proceeding before the Commission to represent him in the proceeding;
- (d) "**Chief Information Commissioner**" means the State Chief Information Commissioner appointed under section 15(3) of the Act and "**Information Commissioner**" means a State Information Commissioner appointed under section 15(3) of the Act;
- (e) "**Commission**" means the U.P. State Information Commission constituted under sub-section (1) of section 15 of the Act and includes the Chief Information Commissioner or an Information Commissioner conducting hearing on any complaint or appeal under the relevant provisions of this Act;
- (f) "**Complainant**" means a person who has filed a complaint before the Commission under section 18 of the Act;
- (g) "**First Appellate Authority**" means an officer in the public authority who is senior in rank to the Public Information Officer and is so appointed and notified by the public authority under section 19(1) of the Act and is authorised to hear the first appeal against the order passed by the Public Information Officer. It includes the head of the public authority if no officer of the public authority is appointed and notified as the First Appellate Authority;

- (h) **“Public Information Officer”** means an officer designated and notified as such by any public authority under section 5(1) of the Act and includes an Assistant Public Information Officer so designated or notified under section 5(2) of the Act. It also includes an officer from whom assistance has been sought under section 5(4) of the Act or to whom the application seeking information is transferred under section 6(3) of the Act. It further includes the head of the public authority in case no Public Information Officer is appointed or notified by such public authority;
- (i) **“Registrar”** means the Registrar of the Commission and unless the context otherwise requires includes a Joint Registrar and a Deputy Registrar;
- (j) **“Rules”** means the Rules framed under section 27 of the Act by the Government of Uttar Pradesh;
- (k) **“Secretary”** means the Secretary of the Commission and unless the context otherwise requires includes a Joint Secretary and Deputy Secretary;
- (l) Words and expressions used herein but not defined shall have the meaning assigned to them in the Act.

CHAPTER-2

3. Rules governing request for obtaining information

- (1) A person, who desires to obtain information under the Act from any public authority, shall make a request in writing or through electronic means to the Public Information Officer of the public authority concerned. The request shall be made in the format given in the appendix as **Form 1**.
- (2) Any request for obtaining information under the Act should fulfill the following conditions:
 - (a) The information sought should be a part of the record held by or under the control of the public authority concerned.
 - (b) The information sought should not:
 - (i) involve fresh collection of non-available data; or
 - (ii) require carrying out new interpretation or analysis of existing data, or drawing of inferences, making of assumptions, or providing advice or opinion based on existing data; or
 - (iii) involve providing answers to hypothetical questions; or
 - (iv) be in terms of answer to the question ‘why’, seeking justification for any action or inaction; or
 - (v) be so vast that the collection thereof involves disproportionate diversion of resources of the public authority concerned.

- (3) The Public Information Officer shall duly acknowledge the receipt of the request and shall enter the particulars thereof in the Application Register maintained for the purpose in the format given in the appendix as **Form 2**.
- (4) A request for obtaining information under the Act shall be accompanied by the fee prescribed in the U.P. Right to Information (Regulation of Fee and Cost) Rules, 2006.
- (5) If the Public Information Officer finds that a request made for disclosure of information relates to another public authority or its subject matter is more closely related to another public authority, then such Public Information Officer shall, within five days from the date of receipt of the request, transfer the request or such part of it as may be appropriate, to the other public authority in the format given in the appendix as **Form 3**.
- (6) The Public Information Officer on receipt of a request for information shall dispose off the request in accordance with the provisions of sections 7, 8 and 9 of the Act.

If the Public Information Officer is of the view that the information sought is to be provided, then he shall convey the information to the applicant in the format given in the appendix as **Form 4**. The date on which the information is supplied shall be entered in the Register mentioned in sub-rule (2) above.

If the Public Information Officer is of the view that the information sought can only be provided on payment of any further fee representing the cost of providing the information as prescribed in the U.P. Right to Information (Regulation of Fee and Cost) Rules, 2006, then he shall send intimation accordingly to the applicant in the format given in the appendix as **Form 5** and enter the details in the Register mentioned in sub-rule (2) above.

If the Public Information Officer is of the view that the request for information is to be rejected for any of the reasons specified in sections 8, 9 or 11 of the Act, then he shall convey such rejection to the applicant in the format given in the appendix as **Form 6**. The date of rejection shall be entered in the Register mentioned in sub-rule (2) above.

- (7) Where the Public Information Officer is of the view that a part of the information sought cannot be provided as it is exempted from disclosure, then the Public Information Officer may provide the applicant access to only such part of the information which is not exempted from disclosure, and simultaneously give a notice to the applicant in terms of section 10(2) of the Act in the format given in the appendix as **Form 7**.

- (8) Where the Public Information Officer intends to disclose any information on a request made under the Act, which relates to or has been supplied by a third party and has been treated as confidential by that third party, the Public Information Officer shall give a written notice to such third party in accordance with the provisions of section 11 of the Act in the format given in the appendix as **Form 8**. The Public Information Officer shall keep in view the submission, if any, of the third party while taking a decision about disclosure of information.

CHAPTER-3

4. Rules governing registration and disposal of complaints

- (1) Any person may file a complaint with the Commission in accordance with the provisions of section 18 of the Act.
- (2) A complaint should be typed, printed or written neatly and legibly and should be filed in three copies.
- (3) A complaint should be submitted in the format given in the appendix as **Form 9** and should contain the following details:
- (i) Name and address of the complainant (cellphone number and E-mail address of the complainant, if available, may also be given).
 - (ii) Name and address of the Public Information Officer against whom the complaint has been made.
 - (iii) Brief description of the complaint.
 - (iv) Ground(s) of the complaint
 - (v) Prayer or relief sought.
 - (vi) Any other information considered necessary by the complainant.
 - (vii) A certificate of the complainant that no complaint in regard to the same application under section 6(1) of the Act against the same Public Information Officer was filed by him earlier.
- (4) All necessary documents in support of the complaint should be annexed to the complaint.
- (5) Every complaint shall be examined by the Registrar. If the Registrar is of the view that the complaint is not in accordance with the provisions of the Act or Rules, he shall return the complaint to the complainant, pointing out the defect(s) therein, and enter the details thereof in a register maintained for the purpose in the format as given in the appendix as **Form 10**. If the Registrar is of the view that the complaint is in accordance with the provisions of the Act and Rules, he shall direct that the complaint be numbered and entered in a register maintained for the purpose in the format as given in the appendix as **Form 11**.

- (6) After a complaint has been registered, the Registrar shall forward it to the Chief Information Commissioner or the Information Commissioner having jurisdiction over the matter.
- (7) The Commission shall issue notices to the complainant and the Public Information Officer concerned at least 15 days before the date fixed for the hearing. A copy of the complaint will also be sent to the Public Information Officer directing him to submit his written statement in two copies by the date fixed.
- (8) On the date of hearing of the complaint, a copy of the written statement of the Public Information Officer shall be furnished to the complainant for his submission, if any. After consideration of the contents of the complaint, the written statement of the Public Information Officer and the submission made by the parties at the hearing, the Commission, if it is satisfied that there are reasonable grounds to inquire into the matter, may initiate an inquiry in respect thereof, such inquiry to be conducted in accordance with the provisions of section 18(3) and (4) of the Act and the Rules. The Commission may also entrust any such inquiry to any officer of the Commission. If the Commission is of the view that no reasonable grounds exist to inquire into the matter, it shall dismiss the complaint.

5. Rules governing registration and disposal of appeals

- (1) Any person who does not receive a decision from a Public Information Officer within the prescribed time, or is aggrieved by a decision of a Public Information Officer, as the case may be, may within the prescribed time, prefer an appeal to such officer who is designated as the First Appellate Authority by the public authority concerned. The appeal shall be submitted in the format given in the appendix as **Form 12**. The First Appellate Authority shall dispose off the appeal in accordance with section 19(1) and (2) of the Act and Rules.
- (2) Any person aggrieved by an order passed by the First Appellate Authority or by non disposal of his appeal within the prescribed period by the First Appellate Authority, may file a second appeal within the prescribed time to the Commission in the format given in the appendix as **Form 13**. Such appeal shall be accompanied by the following documents duly verified as true copies by the appellant:
 - (i) a copy of the request for information submitted to the Public Information Officer under section 6 (1) of the Act;
 - (ii) a copy of the reply received, if any, from the Public Information Officer;
 - (iii) a copy of the appeal made to the First Appellate Authority under section 19(1) of the Act;
 - (iv) a copy of the order, if any, received from the First Appellate Authority;
 - (v) copies of other documents relied upon by the appellant and referred to in his appeal;
 - (vi) an index of the documents referred to in the appeal; and

- (vii) a certificate of the appellant that no appeal on the same ground(s) against the same First Appellate Authority was filed by him earlier.

An appeal to the Commission should be typed, printed or written neatly and legibly, and should be filed in three copies.

- (3) Every appeal filed with the Commission shall be examined by the Registrar. If the Registrar is of the view that the appeal is not in accordance with the provisions of the Act or Rules, he shall return the appeal to the appellant, pointing out the defect(s) therein, and enter the details thereof in a register maintained for the purpose in the format as given in the appendix as **Form 10**. If the Registrar is of the view that the appeal is in accordance with the provisions of the Act and Rules, he shall direct that the appeal be numbered and entered in a register maintained for the purpose in the format as given in the appendix as **Form 14**.
- (4) After an appeal has been registered, the Registrar shall forward it to the Chief Information Commissioner or the Information Commissioner having jurisdiction over the matter.
- (5) The Commission shall issue notices to the appellant, the Public Information Officer and the First Appellate Authority concerned at least 15 days before the date fixed for the hearing. A copy of the appeal will also be sent to the Public Information Officer and the First Appellate Authority directing them to submit their written statements in two copies by the date fixed.
- (6) On the date of hearing of the appeal, a copy each of the written statements of the Public Information Officer and the First Appellate Authority shall be furnished to the appellant for his submission, if any. After consideration of the contents of the appeal, the written statements of the Public Information Officer and the First Appellate Authority, and the submission made by the parties at the hearing, the Commission, if it is satisfied that there are reasonable grounds for consideration of the appeal, may fix a date for further hearing in respect thereof, such hearing to be conducted in accordance with the provisions of section 19(3) of the Act and the Rules. If the Commission is of the view that no reasonable grounds exist to further consider the appeal, it shall dismiss the appeal.
- (7) The Commission, while hearing an appeal may:
 - (i) receive oral evidence on oath or on affidavit from the appellant;
 - (ii) receive oral evidence on oath or on affidavit from the Public Information Officer and / or the First Appellate Authority;
 - (iii) receive oral evidence on oath or on affidavit from third party or from any other person whose evidence is considered necessary;

- (iv) peruse or inspect documents, public records or copies thereof; and
- (v) inquire through authorised officer further details or facts.

6. Service of notice by the Commission

In any hearing on a complaint or appeal the commission may issue notice to any party by name, in the format given in the appendix as **Form 15**. The notice shall be served on the person concerned in any of the following modes:

- (i) service by the complainant, the appellant or the respondent as the case may be;
- (ii) by hand delivery (dasti) through process server;
- (iii) by registered-post or speed-post;
- (iv) by E-mail in case E-mail address is available.

7. Conduct of inquiry by authorised Officer

The Commission may entrust an inquiry in connection with any complaint or appeal pending before it to any officer of the Commission, and such officer while conducting the inquiry shall have all the necessary powers including the power to-

- (i) summon and enforce attendance of persons;
- (ii) compel production of documents or things;
- (iii) administer oath and take oral evidence or receive evidence on affidavits;
- (iv) inspect documents and require discovery of documents; and
- (v) requisition any public record or documents from any public authority.

8. Presence of parties during hearing on complaint or appeal

During the course of hearing on a complaint or an appeal, the complainant or appellant may be present in the Commission in person or through duly authorised representative. However, the Commission, if it deems necessary, may summon any of the above parties to be present in person in the Commission on any specific date of hearing.

9. Adjournment of hearing

The complainant/appellant or any of the respondents may make an application for adjournment of the hearing. The Commission, if it is of the view that the reason for seeking adjournment is just and sufficient, may grant adjournment on payment of reasonable cost or otherwise.

10. Award of costs by the Commission

During the hearing on any complaint or appeal, the Commission may also impose such other costs on and award such compensation to the parties as deemed fit, having regard to the facts and circumstances of the case.

11. Review of the order of the Commission

A party to any proceeding before the Commission, considering itself aggrieved by any order of the Commission based on an error apparent on the face of the record, may submit an application for review of such order to the Chief Information Commissioner or the Information Commissioner who passed that order. The Commission, before passing any order on such review application, shall issue notice to all parties to the proceeding to give them an opportunity of being heard. If the Commission is of the view that an error apparent on the face of the record is established, it may review the order to meet the ends of justice.

12. Withdrawal, amendment or abatement of complaint or appeal

- (1) During the hearing on any complaint or appeal, the Commission may, on a request made by the complainant or appellant, as the case may be, allow the complaint or appeal to be withdrawn.
- (2) The Commission may, if it finds it just and proper, allow a prayer for any amendment of a complaint, appeal or written statement during the course of hearing, on any such prayer made in writing by the related complainant, the appellant or the opposite party.
- (3) The proceedings pending before the Commission on any complaint or appeal shall abate on the death of the complainant or appellant, as the case may be.

13. Order of the Commission

On conclusion of the hearing on any complaint or appeal, the Commission shall pass orders thereon either on the same date or on any future date fixed for the purpose and communicated to the parties. Every such order of the Commission shall be signed and dated by the Commissioner who had heard the complaint or appeal.

CHAPTER-4

14. Procedure for realization of penalty and damages

- (1) The Commission, at the time of deciding any complaint or appeal, may impose penalty on a Public Information Officer in accordance with the provisions of section 20 of the Act.
- (2) The details of any such order imposing penalty shall be entered by the Registrar in a register maintained for the purpose in the format given in the appendix as **Form-16**.
- (3) The penalty order shall be conveyed by the Registrar vide a letter in the format given in the appendix as **Form-17**, addressed to the controlling authority concerned for recovery of the penalty amount from the salary of the Public Information Officer and for the deposit of this amount in the appropriate head of account, by the date fixed.
- (4) If a compliance report on the penalty order is not received by the date fixed, the Commission, in its discretion, may order for the recovery of the penalty amount from the Public Information Officer concerned as arrears of land revenue, such order to be issued in the format given in the appendix as **Form-18**.
- (5) The Registrar shall be responsible for following up each such matter in which the Commission has imposed penalty on any Public Information Officer, till compliance report is received.

CHAPTER -5

15. Secretary of the Commission

- (1) The Government shall appoint an officer not below the rank of Special Secretary to Government as the Secretary of the Commission.
- (2) The Secretary shall function under the direction and control of the Chief Information Commissioner.
- (3) The Secretary, under the direction of the Chief Information Commissioner, shall convene the meeting of the Commission, prepare the agenda note for the meeting, prepare the minutes of the meeting, and ensure compliance of decisions taken by the Commission in such meeting.

- (4) Under the supervision of the Chief Information Commissioner, the Secretary shall be the principal officer responsible for the administrative functioning of the Commission. In this capacity, the Secretary shall prepare the budget of the Commission and with the concurrence of the Chief Information Commissioner, submit the same to Government for approval. The Secretary shall ensure that expenditures are made in accordance with financial rules and as provided in the budget. Further, the Secretary shall ensure the proper functioning of the office of the Commission and maintenance of decorum and discipline therein, and he shall possess and exercise all powers necessary therefore.
- (5) Except in matters relating to the functions of the Registrar, all correspondence of the Commission will be made under the signature of the Secretary of the Commission.
- (6) The Secretary shall represent the Commission in all judicial matters before the High Court or any other court.
- (7) The Secretary shall supervise the proper custody and maintenance of all records relating to the administrative functioning of the Commission, and ensure periodic weeding of such record in accordance with prescribed procedure.
- (8) The Secretary shall maintain liaison with the Government and departmental authorities for matters relating to the functioning of the Commission.
- (9) The Chief Information Commissioner may designate any officer subordinate to the Secretary as a Joint Secretary or Deputy Secretary.
- (10) With the approval of the Chief Information Commissioner, the Secretary may delegate any function entrusted to him to any officer subordinate to him.
- (10) In the absence of the Secretary, the Chief Information Commissioner may direct any officer of the Commission to exercise the powers and functions of the Secretary.

16. Registrar of the Commission

- (1) The Government, in consultation with the High Court, shall appoint an officer not below the rank of Additional District Judge as the Law Officer of the Commission. The Law Officer shall be the ex-officio Registrar of the Commission.
- (2) The Registrar shall function under the direction and control of the Chief Information Commissioner.

- (3) The Registrar shall be the principal officer responsible for the management of judicial functioning of the Commission. In this capacity, the Registrar shall:
- (i) receive all complaints, appeals, written statements, applications and other related documents;
 - (ii) decide all questions arising out of the scrutiny of the complaints and appeals before they are registered;
 - (iii) ensure maintenance of the complaints and appeals registers;
 - (iv) forward the registered complaints and appeals to the Information Commissioners concerned for disposal;
 - (v) prepare and notify a cause list in respect of all cases listed for hearing;
 - (vi) on payment of a prescribed fee, grant leave to a party to any proceeding to inspect the record of the Commission under supervision and in presence of an officer of the Commission;
 - (vii) ensure compliance of the orders, directions or decisions of the Commission passed in any complaint or appeal and take all necessary steps in this regard;
 - (viii) on payment of a prescribed fee, provide certified copies of documents relating to any proceeding in any complaint or appeal on the application of any party to the proceeding;
 - (ix) supervise the proper custody and maintenance of all records relating to the judicial functioning of the Commission, and ensure periodic weeding of such record in accordance with prescribed procedure.
- (4) The Chief Information Commissioner may designate any officer subordinate to the Registrar as a Joint Registrar or Deputy Registrar.
- (5) With the approval of the Chief Information Commissioner, the Registrar may delegate any function entrusted to him to any officer subordinate to him.
- (6) In the absence of the Registrar, the Chief Information Commissioner may direct any officer of the Commission to exercise the powers and functions of the Registrar.

CHAPTER-6

17. Seal and emblem

The official seal and emblem of the Commission shall be such as the Commission may specify.

18. Language of the Commission

- (1) An appeal or a complaint may be filed in Hindi or in English and all the documents or copies thereof shall also be filed in Hindi or in English. Where a document, in

original, is in a language other than Hindi or in English, a certified authenticated translation in Hindi or in English shall also be filed along with the original document. This shall also apply in the case of written statement, rejoinder, reply or any other document filed before the Commission.

(2) The proceedings of the Commission shall be conducted in Hindi.

APPENDIX

Request for obtaining information u/s 6(1) of RTI Act, 2005

To:

Name of the Public Information Officer / Assistant Public Information Officer.....

Designation and Official Address.....

1. Full Name of the applicant

2. Father's / Spouse's Name.....

3. Address.....

4. Email address, if any.....

5. Telephone No. and/or Mobile No.

6. Details of information sought (if necessary, attach separate page):

.....
.....
.....

7. Does the information sought concern the life and liberty of a person: Yes/No

If yes, the reasons therefor.....
.....
.....

8. How will the information be received: In person/ By registered post/ By ordinary post/By E-mail

(Pre addressed and stamped envelope will be submitted with the application, if postal delivery is requested)

9. Details of fee deposited.....

10. Does the applicant belong to BPL category: Yes/No
(If yes, attach BPL certificate)

11. List of enclosures

Place.....

Full Signature of the applicant

Date.....

Acknowledgement

Received the application from.....

Address..... on.....

date..... seeking information u/s 6(1) of RTI Act, 2005, registered at serial no.....

Date.....

Signature and full name of PIO
Official seal

Transfer of application relating to another public authority

To:

.....
.....
.....
.....

(Name, designation and address of PIO
to whom application is being transferred)

Sir,

Please find enclosed herewith an application from.....

.....
(Name and address of applicant)

dated..... (Regn. No.....), seeking information u/s 6(1) of RTI Act, 2005.

The aforesaid application is being transferred to you because the subject matter of serial no.....of the information sought falls within the jurisdiction of your department/office.

It is certified that the applicant has paid Rs..... (Rupees...only) on account of fees for obtaining information under the Act, which has been deposited in the Government treasury / account.

Yours faithfully

()

Date:

Public Information Officer
Name and address of the Department /Office
Telephone No.

Copy to:

.....
.....
.....
(Name and address of applicant)

As the information Serial No..... sought in your aforesaid application does not fall within the jurisdiction of this Department/Office, it has been transferred to the Public Information Officer of the public authority having jurisdiction. You are requested to contact the Public Information Officer mention above.

()

Public Information Officer
Name and address of the Department /Office

Intimation regarding provision of information sought under RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

.....
.....
.....
.....

(Name, designation, address and phone no. of PIO providing the information under RTI Act, 2005)

To:

.....
.....
.....
.....

(Name and address of applicant seeking the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The information sought by you is given below:

.....
.....
.....
.....

(If above space is inadequate, separate pages may be attached.)

If you are not satisfied with the answer you may file an appeal under Section 19(1) of the Act to our Appellate Authority whose address is given below:

Name, designation, address and phone no. of First Appellate Authority

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.....
.....

Yours faithfully,

.....
.....

Intimation regarding additional fee representing cost of providing information

Letter No:-.....

Dated:-.....

From:

.....
.....
.....
.....

(Name, designation, address and phone no. of
PIO providing the information under RTI Act, 2005)

To:

.....
.....
.....
.....

(Name and address of applicant seeking
the information under RTI Act, 2005)

Sir,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In accordance with the provisions of the U.P. Right to Information (Regulation of Fee and Cost) Rules, 2006, you are requested to deposit additional fee of Rs..... (Rupees.....), representing the cost of providing the information as per calculations given below:

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.....
.....

The above fee may be deposited in the form of postal order/demand draft/banker's cheque payable to the undersigned.

If you have any objection against this demand you may file an appeal under Section 19(1) of the Act to our Appellate Authority whose address is given below:

Name, designation, address and phone no. of First Appellate Authority

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.....
.....

Yours faithfully,

.....
.....

Intimation of rejection of request for information sought under RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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.....

(Name, designation, address and phone no. of
PIO providing the information under RTI Act, 2005)

To:

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.....
.....
.....

(Name and address of applicant seeking
the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

The undersigned regrets to inform you that the information sought by you cannot be provided for the reason(s) given below:

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.....

If you are aggrieved by the above, you may file an appeal under Section 19(1) of the Act to our Appellate Authority whose address is given below:

Name, designation, address and phone no. of First Appellate Authority

.....
.....
.....

Yours faithfully,

.....
.....

Notice under section 10(2) of the RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

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.....
.....

(Name, designation, address and phone no. of
PIO providing the information under RTI Act, 2005)

To:

.....
.....
.....

(Name and address of applicant seeking
the information under RTI Act, 2005)

Sir /Madam,

Please refer to your application dated, registered at serial no....., addressed to the undersigned regarding supply of information under section 6(1) of the RTI Act, 2005.

In this regards I have to inform you that a part of the information sought by you is exempt from disclosure. Accordingly, we have separately provided to you only that part of the information which is not exempt from disclosure.

Please note that the reasons for the above decision are as follows:

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.....

You are further requested to deposit additional fee of Rs..... (Rupees in word.....), representing the cost of providing the information as per calculations given below:

.....
.....
.....

The above fee may be deposited in the form of postal order/demand draft/banker's cheque payable to the undersigned.

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act to our Appellate Authority whose address is given below:

Name, designation, address and phone no. of First Appellate Authority

.....
.....

Yours faithfully,

.....
.....

Notice to third party under section 11(1) of the RTI Act, 2005

Letter No:-.....

Dated:-.....

From:

.....
.....
.....
(Name, designation, address and phone no. of
PIO providing the information under RTI Act, 2005)

To:

.....
.....
.....
(Name and address of third party)

Sir/Madam,

Whereas Sri/Smt _____ resident of _____ has filed an application on _____ with the undersigned under the Right to Information Act, 2005 seeking the following information/record relating to/supplied by you:

.....
.....
.....

And whereas the undersigned intends to disclose the above information/record or part thereof to the applicant.

Now, therefore, you are hereby called upon to make your submissions in writing or orally, as per section 11 of the Act, as to whether the information/record asked for by the applicant should be disclosed or not.

The submissions or representation against the proposed disclosure should be made by you within ten days from the receipt of this notice, failing which the undersigned will take a decision in the matter in accordance with the provisions of the Act, without giving any further notice.

If you have any objection against this decision you may file an appeal under Section 19(1) of the Act to our Appellate Authority whose address is given below:

Name, designation, address and phone no. of First Appellate Authority

.....
.....

Yours faithfully,

.....
.....

Complaint under section 18 of the Right to Information Act, 2005

Dated:.....

**To: U.P. State Information Commission
Lucknow**

A. Complainant's contact details:

1. Name of the Complainant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the Complaint:

1. Particulars of the Public Information Officer against whom complaint is preferred.	Name and designation	
	Address	
2. Particulars of the First Appellate Authority, if an appeal against the PIO was preferred u/s 19(1) of the Act.	Name and designation	
	Address	
3. Date on which application u/s 6(1) of the Act was preferred before the PIO		
4. Was any order passed by the PIO on the application submitted u/s 6(1) of the Act ?	Yes / No (If 'Yes', a copy of the order passed by the PIO must be attached.)	
5. Brief description of the complaint	
6. Ground(s) of the complaint (If above space is inadequate, then separate page may be added.)	
7. Prayer or relief sought.	
8. Any other information considered relevant by the complainant		

<p>9. List of copies of documents relied upon and submitted by the complainant.</p>	<ol style="list-style-type: none"> 1. Copy of request for information filed before the PIO under section 6(1) of the Act along with documentary proof of such filing. 2. Copy of order, if any, passed by the PIO. 3. Copy of appeal, if any, filed before the First Appellate Authority under section 19(1) 4. Copy of order, if any, passed by First Appellate Authority on the appeal. 5. Any other document(s) relied upon by the complainant.
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Verification

I, _____ (Name of the complainant), son of / daughter of / wife of _____ hereby declare that I have not filed any other complaint in regard to the aforesaid application u/s 6(1) of the Act against the aforesaid PIO and the particulars furnished in the complaint are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place :

Signature of the Complainant

Date :

Format of register of defective complaints / appeals which are returned

S.No/ Year	Date of receipt of defective complaint / appeal	Name and address of the complainant/appellant	Brief descriptions of defect in complaint/appeal pointed out	Date of return of defective complaint/appeal along with speed-post consignment number	Remarks
1	2	3	4	5	6

Format for registration of complaints filed under section 18 of RTI Act, 2005

S.No/ Year	Date of registration	Name and address of the complainant	Name and Designation of PIO / APIO against whom complaint lodged	Name of Commissioner to whom complaint forwarded for disposal and date on which forwarded	Remarks
1	2	3	4	5	6

First Appeal under section 19(1) of the Right to Information Act, 2005

Dated:.....

To:

 (Name, designation and address of the officer acting as First Appellate Authority)

A. Appellant's contact details:

1. Name of the Appellant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the appeal:

1. Particulars of the PIO against whom appeal is preferred.	Name and designation	
	Address	
2. Date of submission of request for information before PIO (A copy of the request for information submitted to the PIO must be attached.)		
3. Grounds of appeal (In case appeal is filed against an order of the PIO, then a copy of such order must be filed.) (If above space is inadequate, then separate page may be added.)	
4. Prayer or relief sought.	
6. If appeal is being filed after the prescribed period, then the reason for delay may be given.	
7. List of copies of documents relied upon and submitted by the appellant.		

Signature of the Appellant.....

Second Appeal under section 19(3) of the Right to Information Act, 2005

Dated:.....

**To: U.P. State Information Commission
Lucknow**

A. Appellant's contact details:

1. Name of the Appellant	
2. Postal Address, cell-phone no and E-mail address (if any)	

B. Details about the appeal:

1. Particulars of the First Appellate Authority against whom appeal is preferred.	Name and designation	
	Address	
2. Particulars of the PIO concerned.	Name and designation	
	Address	
3. Details of appeal filed under section 19(1) of the Act before the First Appellate Authority (A copy of the appeal and a copy of the order passed on the appeal must be attached.)	Date of appeal	
	Date of order passed on the appeal	
	Date of receipt of order passed on appeal	
4. If appeal is being filed after the prescribed period, then the reason for delay may be given.	
4. Grounds of appeal (If above space is inadequate, then separate page may be added.)	
5. Prayer or relief sought.	

<p>6. List of copies of documents relied upon and submitted by the appellant.</p>	<ol style="list-style-type: none"> 1. Copy of request for information filed before the PIO under section 6(1) of the Act along with documentary proof of such filing. 2. Copy of order, if any, passed by the PIO. 3. Copy of appeal filed before the First Appellate Authority under section 19(1) 4. Copy of order passed by First Appellate Authority on the appeal. 5. Any other document(s) relied upon by the appellant.
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Verification

I, _____ (Name of the appellant), son of / daughter of / wife of _____ hereby declare that I have not filed any appeal against the impugned order earlier and the particulars furnished in the appeal are to the best of my knowledge and belief, true and correct and that I have not suppressed any material fact.

Place :
Date :

Signature of the Appellant

U.P. State Information Commission

Notice to Parties

Complaint / Appeal Registration No......

Sri/Smt Complainant / Appellant

Vs

.....Opposite Party

From:.....

.....
.....

(Name and designation of Information Commissioner hearing the matter)

To:

.....
.....

Whereas a complaint / second appeal has been presented by Sri/Smt.....
.....and has been registered in this Commission as above;

And whereas further hearing on the aforesaid complaint/second appeal shall be conducted on the.....
of, 20.....

Now therefore it is hereby ordered as under:

You are summoned to appear before the aforesaid Information Commissioner either in person or through an authorised representative, on the aforesaid date of hearing at 10:00 am to participate in the hearing on the above complaint/appeal.

A copy of the aforesaid complaint/appeal is annexed and you are further directed to submit your written statement thereon (in two copies) to the aforesaid Information Commissioner by the aforesaid date of hearing.

You are directed to produce the following documents/things before the aforesaid Information Commissioner on the aforesaid date of hearing:

.....
.....
.....

(Note: Delete from the above that portion which is not applicable)

Take notice that in default of your appearance on the above mentioned date, the complaint/appeal will be heard and determined in your absence.

Date:

For and on behalf of
Seal of Information Commissioner

U.P. State Information Commission

Complaint / Appeal Registration No......

Sri/Smt Complainant / Appellant

Vs

.....Opposite Party

From: Registrar
U.P.State Information Commission
Lucknow

To:
.....
.....

(Name, designation and address of officer who will recover the penalty imposed)

Whereas a complaint / second appeal was presented by Sri/Smt.....
.....and was registered in this Commission as above;

And whereas the aforesaid complaint/appeal has been decided by the bench of Sri.....
..... who in exercise of powers vested under section 20 of the Right to Information Act, 2005 has ordered imposition of penalty on the Public Information Officer concerned as follows:

- (a) Name, designation and address of the Public Information Officer on whom penalty imposed .
.....
.....
.....
- (b) Amount of penalty imposed with details of installments fixed, if any.
.....
.....
.....

A copy of the aforesaid order is annexed.

Now therefore, you are requested to ensure compliance of the aforesaid order by deduction of the amount of the penalty as aforesaid from the salary of the Public Information Officer concerned and deposit the amount so recovered in the following head of account:

.....
.....
.....

You are further requested to send a report on action taken in compliance of aforesaid order of the Commission within three months of the date of this letter.

Date:

Registrar
U. P. State Information Commission

U.P. State Information Commission

Complaint / Appeal Registration No.....

Sri/Smt Complainant / Appellant

Vs

.....Opposite Party

From: Registrar
U.P.State Information Commission
Lucknow

To: The Collector
.....
.....

Whereas a complaint / second appeal was presented by Sri/Smt.....
.....and was registered in this Commission as above;

And whereas the aforesaid complaint/appeal was decided by the bench of
Sri.....
..... who in exercise of powers vested under
section 20 of the Right to Information Act, 2005 ordered imposition of penalty on the Public Information Officer
concerned as follows:

- (a) Name, designation and address
of the Public Information Officer
on whom penalty imposed
- (b) Amount of penalty imposed
with details of installments
fixed, if any.

A copy of the aforesaid order is annexed.

And whereas no report has yet been received regarding recovery of the penalty amount in compliance of the
aforesaid order.

Now therefore in exercise of the power vested under rule 14(4) of the U.P. Right to Information Rules, 2015, the
Commission has directed that the aforesaid amount of penalty be recovered from the Public Information Officer
concerned as arrears of land revenue.

You are requested to send a report on action taken in compliance of aforesaid order of the Commission within
three months of the date of this letter.

Date:

Registrar
U. P. State Information Commission